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KRISTY H. NICHOLS  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

August 13, 2013

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2014-04

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Teachers' Annual Salary File for 2012-2013  
(Retirement Return to Work Input File)

Employers must report to TRSL by August 15 all earnings of all persons paid in the prior fiscal year. This includes payroll, accounts payable and 1099 payments. **Notifications will be sent by TRSL to agencies required to submit the report.** TRSL requests that each employer submit a file of all payees via the internet or other acceptable secure electronic media. The file should include all employees paid by that employer, including contract employees.

Agencies should run the Employee YTD Wage Type Results Report (ZF73), using variant /TRSL, to gather payroll data needed for the TRSL reporting requirement. Personnel area is a required selection on ZF73; therefore, the populated 0682 should be replaced with the appropriate agency number. ZF73 will display the fiscal year-to-date gross earnings, Social Security Number, job title (position description), and employee group text (employment type, FT or PT) for **all** employees within the agency selected.

ZF73 will provide total gross earnings for the fiscal year while displaying the most recent position on IT0001 "Organizational Assignment." In order to identify and provide information for employees who held more than one position during the fiscal year, agencies can run Action Reason/Pay Reason Report (ZP13), using variant /TRSL. The report can be sorted by personnel number and reviewed to find employees with multiple actions during the fiscal year and the effective date of each. If an employee

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holds multiple positions during the fiscal year, follow TRSL instructions for reporting the multiple positions.

Export the revised ZF73 information into Excel and format the spreadsheet based on TRSL requirements available in their procedures manual at <http://trsl.org> (Index 18.2, page 8). Agencies should also follow TRSL requirements for adding other payments made outside of payroll (e.g., contract worker payments paid by agency through AFS).

For questions regarding submission of this information to TRSL, please contact Edward Branagan of Teachers' Retirement Audit Department at (877) 275-8775 extension 4846 outside the Baton Rouge area or (225) 925-6446 extension 4846. For questions on executing the Employee YTD Wage Type Results Report and Action Reason/Pay Reason Report, please contact the [LaGov HCM Help Desk](#). For any additional questions, contact a member of the OSUP Wage and Tax Administration Unit at [\\_DOA-OSUP-WTA@la.gov](mailto:_DOA-OSUP-WTA@la.gov) or (225):

Penny Jones	342-2053
Tiko Ary	342-1651
Gary Bennett	342-1652

Wendy Eggert	342-0714
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APH:PFJ/pbh

cc: Edward Branagan, TRSL  
Sylvia Miller, TRSL